

# The City of Angels

## Invites applications for the position of City Administrator

The City of Angels is located in California's Gold Country within the Sierra Nevada Foothills. The City of Angels, which was founded in 1848 and incorporated in 1912, is rich in gold rush history and traditions which contribute to the quality of life for residents and visitors alike. As the only incorporated City in Calaveras County, the City of Angels provides a full range of services under a City Council-City Administrator form of government with a current annual operating budget of \$15.2 million dollars. It is currently home to 3,600 residents, and also benefits from tourism, recreation, and service & retail business including agricultural commerce. This dynamic small town is on the verge of establishing a unique identity and significant new opportunities for community growth and vitality. ([www.angelscamp.gov](http://www.angelscamp.gov))

The City Council is seeking an Administrator with an open door policy and who fosters an atmosphere of trust. He/she must be an excellent communicator, and be responsive to the City Council, the Staff, and the Community. The Administrator is expected to provide leadership, hold staff accountable, and build on the existing team environment. The position is full time; compensation is open and commensurate with background and experience and includes an attractive benefits package. An extensive background check will be conducted on the selected applicant.

Interested candidates should submit a City of Angels Job Application along with a detailed description of all relevant education, experience, and qualifications. All qualified candidates that are selected will be invited to Angels Camp at their own expense for an appraisal interview. Candidates will be ranked by the Appraisal Board, with final interviews and selection by the City Council. Applications and job description may be picked up at Angels City Hall, 584 S. Main street, or by sending a request to [marykelly@angelscamp.gov](mailto:marykelly@angelscamp.gov)

Submittal must be received not later than 3:00 PM on June 17, 2011. Submit application material by: **mail** to Mary Kelly, Human Resources Director: City Hall, City of Angels, P.O. Box 667, Angels Camp, CA 95222; or **hand deliver** to Mary Kelly at City Hall, 584 S. Main Street, Angels Camp, California; or by **FAX** to 209-736-0709, Attn: Mary Kelly; or by **E-mail** to [marykelly@angelscamp.gov](mailto:marykelly@angelscamp.gov).

Approved by Selection Committee  
May 12, 2011  
Mary Kelly